



State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES
P. O. Box 717
TRENTON, NEW JERSEY 08625-0717

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ALLISON BLAKE, Ph.D., L.S.W.
Commissioner

January 17, 2013

Open to Employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEPARTMENT-WIDE

JOB OPPORTUNITY #022-13

POSITION: PARALEGAL TECHNICIAN 2

LOCATION: Department of Children and Families (DCF)
Burlington West Local Office
200 Campbell Drive, Suite 100
Willingboro, NJ 08046

SALARY: (A17) \$41,933.69 - \$59,090.30

DEFINITION: Under limited supervision, performs the research of laws, rules and regulations, the investigation of facts, and the preparation of documents used in briefs, pleadings, appeals, and other legal actions; does related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree as a Legal Assistant or in Paralegal Studies or, an Associate or Bachelors Degree and a Certificate of Proficiency in Paralegal Studies.

NOTE: A Juris Doctorate (JD) degree may be substituted for the above education.

NOTE: Rule 1:20-20(a) prohibits attorneys that have been disbarred, resigned with prejudice, transferred to disability- inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the state of New Jersey.

EXPERIENCE: Two (2) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

RESUME SUBMITTAL: **Employees with permanent state service**, possessing the requirements listed, should forward a current resume and cover letter to:

**Kieanna Alexander, Personnel Coordinator
Department of Children and Families (DCF)
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717**

E-mail: Katrina.Bethke@dcf.state.nj.us

No later than close of business on January 31, 2013.

New Jersey is An Equal Opportunity Employer